



Memorandum

To: Justice Information Board Members and Designees
From: Brian LeDuc, Program Director
Date: 12/9/2004
Re: Report of the Program Director, November 17 – December 13, 2004

Byrne Grant

In order to differentiate between criminal history and case information, both of which it will provide, the Criminal History Query (CHQ) has been renamed the Justice Information Network Data Extract (JINDEX).

Online Business Systems finalized the Project Charter and completed stakeholder interviews. The first meeting of the Steering Committee was held on December 3, and the Customer Requirements Report is now scheduled for delivery on December 13.

Online has also examined extracts of the SOP source code provided by Templar and confirmed that the information will be of value to the JINDEX. We have also discussed the utility of the web interface for ACCESS constructed by LESA, and Mark Knutson has graciously allowed us to examine the source code documentation for that purpose. We have also been discussing the details of possibly making this interface available to local law enforcement through the JIN Program Office under a license agreement with LESA. I am extremely grateful to Mark and his staff for their commitment to excellence and their willingness to assist the state as we move forward with integration plans.

Summary Offender Profile (SOP)

Having confirmed the value of the application source code, I have continued discussions with Templar regarding its provision to the state. They make a distinction between the interfaces created to extract data from state repositories and their Informant software, which provides business intelligence for the consolidation effort. We are currently negotiating the precise scope of the material to be provided. What I have asked for is as follows

Items to be provided by Templar

- ▶ All code written for the SOP project;
- ▶ Any UML, design, or architecture documentation related to the SOP code.

Documentation

- A Relational Schema for the Standard Data Model,
- A Standard for Encoding, Exchanging, and Storing Public Safety Data,
- Informant Data Fusion Module: Socket-Based XML Interface
- Standards for JSP information exchange and tag libraries
- Interface documentation for query agents and query processor
- Interface definition file for extractor and filter/queue module using CORBA

I have also continued to market SOP. I created accounts for Bonnie Woodrow and Judge Ahlf of Olympia Municipal Court, and made presentations to DOC Field Administrators and WSP investigators, all of whom were very positive in their assessment of the application. I am currently working with Steve Marrs of DOC, Marc Lamoreaux and Brian Ursino of the WSP on a product trial.

As the Board requested, I have also prepared an assessment of the project for presentation (Attachment A). It is crucial to note that there are many benefits of the work already done and that SOP establishes a positive foundation for future JIN services.

E-Citations

Representatives of the WSP have informed me that because my proposal deviates from the original, the funds will have to be re-authorized by the Emergency Management Division (EMD). I do not believe that this is the case and have asked for clarification from EMD, which has been extremely slow to respond. Chief Beckley has also interceded on my behalf and expressed his opinion that WSP can release the funds as planned.

This project was viewed as a complement to the enterprise architecture project, characterized in the application as “currently under development” and subsequently funded through the Federal Byrne Grant—a new service that would build on an infrastructure then in the planning stage, now scheduled for deployment in March 2005.

The key assumptions on which the proposed project was based were that the JIN Technical Advisory Group (TAG) would “determine the exact nature and priority of the exchanges to be automated” and that data modeling would be a key part of the effort. Exhaustive discussions with TAG members, as well as the Traffic Records Committee and the Board have identified citations as the project of most value to the JIN community.

The response of the WSP may be due to a misunderstanding regarding the nature of the Summary Offender Profile (SOP) and the Justice Information Network (JIN). The two have historically been interchangeable and relatively nebulous terms, referring to the community's shared goal of complete, timely and accurate information from data that has been entered only once. While SOP is now beginning to prove itself as a web-enabled query service in the field, infrastructure efforts for JIN have taken a more non-proprietary and standards-based approach, and we have taken important steps forward with the JINDEX to establish a fundamental platform for information sharing in the justice community.

I am hopeful that this matter can be resolved without the need for re-authorization of funds by EMD. I believe that our progress over the last year and a half has been collaborative, logical and methodical and that all of the work proposed or underway supports the Justice Information Network's mission of improving public safety by providing timely and accurate information, which in turn will help the state to deter and prevent terrorism by helping to ensure that there are fewer missed opportunities in the field through more accurate and available information.

I have also continued to work on the movement, endorsed by the Board at the November meeting, to abolish the requirement for defendants to sign citations. I am working with AOC and DIS to schedule a meeting of legislative officers, including representatives of DOL, WAPA and WASPC.

FY 2005 Grants

For federal grants for FY 2004 (Byrne and NCHIP), the Board authorized a subcommittee to review proposals, which were submitted in the form of a JIN Decision Package developed by the Program Office. This process worked smoothly and the Office of Financial Management accepted the recommendations of the Board. Although the Byrne Grant set aside provision may be abolished, I have no reason to believe that NCHIP funds will not be available in the spring.

One potential flaw in the process described above was that some members of the subcommittee had submitted their own projects for consideration. Additionally, the subcommittee did not review proposed administrative costs, and grant recipients do not receive any documentation regarding the project management process at OFM. I have discussed these issues with Aaron Butcher, the Financial Manager for the Governor's Accounting Office and propose the following changes to the process:

- 1) The subcommittee should be comprised of Board members who have not submitted proposals for the current funding period.

- 2) OFM should provide grantees a set of project guidelines upon award.
- 3) The subcommittee will review proposed administrative expenses to be funded under the grants and make recommendations to the Board for submission to OFM.

I am hoping that 4-5 Board members will volunteer to assist in this process. The time commitment required last year was the time required to review seven proposals, followed by a half-day of deliberations.

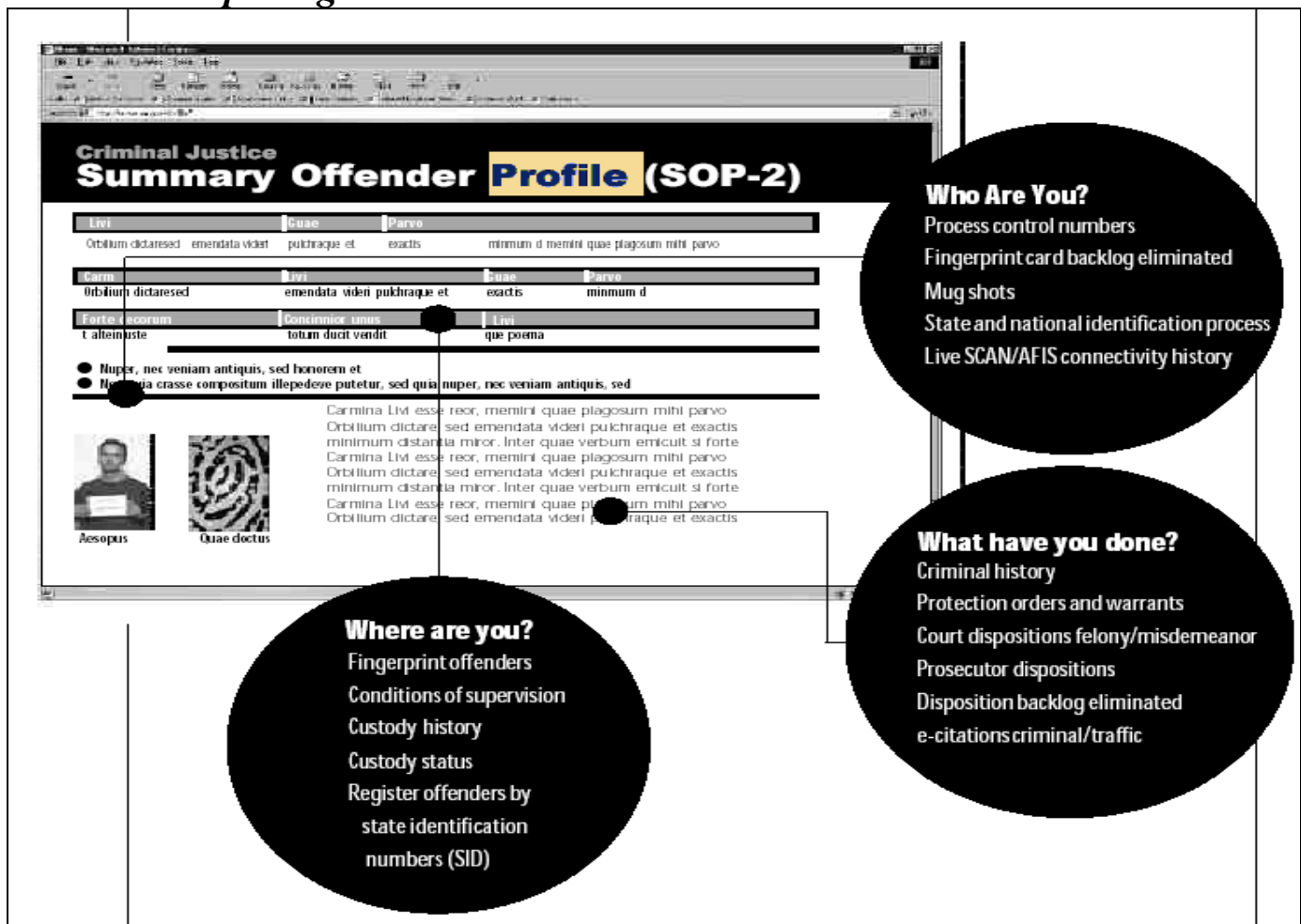
ACTION

Endorse using the creation of a subcommittee to review 2005 grant proposals and make recommendations to the Board.



Summary Offender Profile: Lessons for the JIN Community

A compelling vision . . .



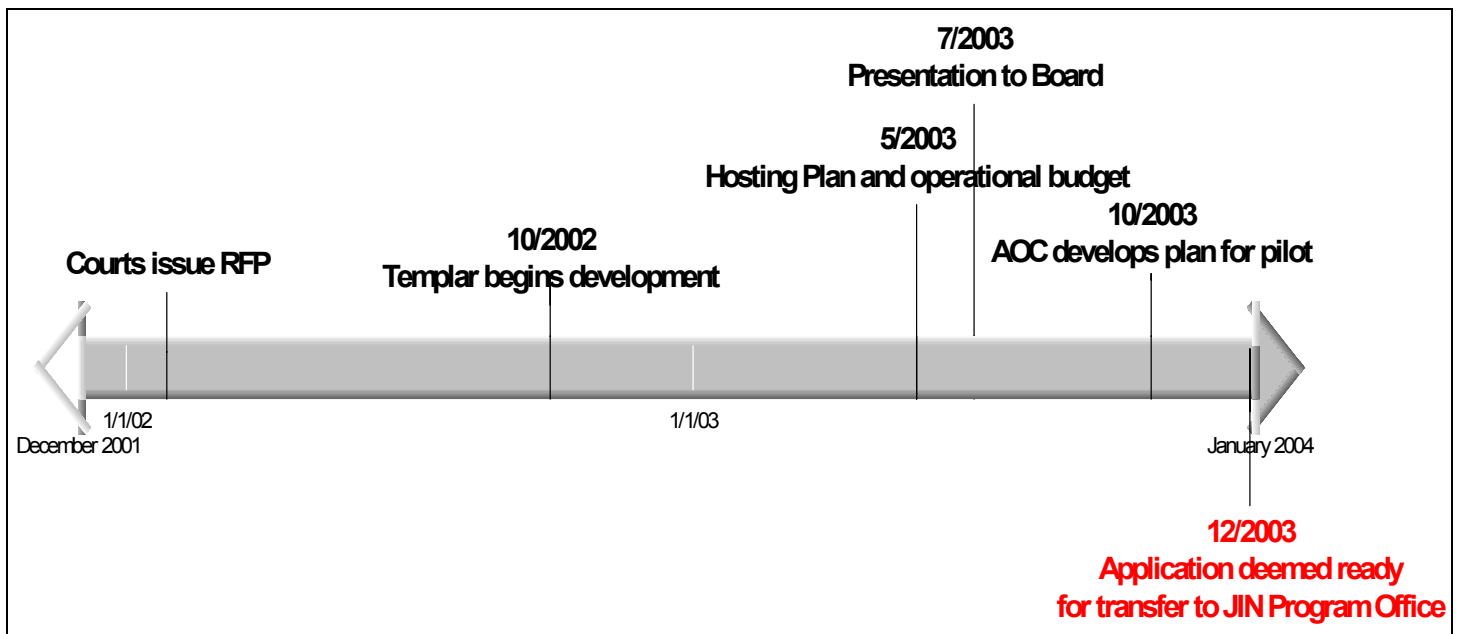
The Summary Offender Profile initiative (SOP) has been the cornerstone of the state's integration efforts for over ten years. In 1993, the *Justice Information Strategic Plan* described the vision for consolidated justice information in this way:

Any justice practitioner in the state will have complete, timely and accurate information about any suspect or offender. This information will include criminal history and current justice status, will come from data that has been entered only once, and will be available in a single computer session.¹

¹ *Justice Information Strategic Plan, 93-95 update, p. 3*

The 1999-2001 Justice Information Network (JIN) Blueprint further anticipated justice integration efforts as providing “a single source of information necessary to make daily decisions on criminal cases as they are processed through the stages of the justice system.”² In 2002, the SOP was specifically envisioned as a ‘one-stop shopping center’ for essential information to facilitate the movement of an offender’s case through critical stages of the justice system.”³

Using \$600,000 of grant funds, the AOC volunteered in 2002 to manage the project on behalf of the JIN community. In early 2004 the application was deemed ready for production and handed over to the JIN Program Office, created in April 2003, which had developed a bare-bones support plan, funded by \$100,000 of Byrne Grant funding from OFM. Once the servers had been installed in the DIS data center and the application was up and running, the JIN Program Office commenced a pilot deployment, which had originally been slated to be run by AOC in the test environment.



The pilot revealed that, although it showed promise, the application did not immediately demonstrate a business utility and that additional user documentation and training would be required.

Since that time, the JIN Program Office has continued to seek out possible users for the application, and some corrections and law enforcement officers have expressed interest. The Program Office has also begun plans for an XML-based Criminal History Query that will leverage much of the work done for SOP.

² 1999-2001 Biennial Integration Blueprint (<http://www.jin.wa.gov/publications/jinblueprint.pdf>).

³ JIN Project Status Report, August 2002 (<http://www.jin.wa.gov/meetings/2002/091702sopStatusreport.doc>).

Summary Offender Profile: Project Assessment

What went right	Reason	Lessons Learned	Subsequent Action
Created web-based interface to aggregate WSP ACCESS and AOC data.	<ul style="list-style-type: none"> ► State systems are robust and usable. ► Cooperation of stakeholder agencies 	Project goals are achievable without changes to existing systems.	JIN CHQ will use this work.
Created operational support model in JIN Program Office.	Subsidized by Byrne Grant funds from OFM.	<ul style="list-style-type: none"> ► Outsourced support model is difficult but feasible. ► Managing services and products requires resources. 	Outsourced and other support models to be evaluated as part of JIN CHQ project.
Created workable security model for access to application throughout the justice community.	Driven by WSP rules.	Existing policies should drive requirements for new applications.	JIN CHQ will use this work.
What went wrong	Reason	Lessons Learned	Subsequent Action
JIN Program Director did not fully understand the state environment.	Hired from outside, April 2003	<ul style="list-style-type: none"> ► Listen to the community. ► Don't rush. ► Don't believe the hype. 	<ul style="list-style-type: none"> ► Created Technology Advisory Group ► Developed understanding of user community and began to build relationships with key stakeholders.
Insufficient requirements gathering.	<ul style="list-style-type: none"> ► Project sponsor (JIN Community) had no dedicated resources. ► Managing agency (AOC) did not see itself as an end-user. 	Future services should be driven by user demand.	<ul style="list-style-type: none"> ► Principle incorporated into <i>2005 Blueprint</i> (p.20) ► "JIN" projects limited to those managed by the JIN Program Office (<i>2005 Blueprint</i>, Appendix G).
Proprietary solution limits extensibility options	<ul style="list-style-type: none"> ► Standards like Justice XML and web services were not mature at project commencement. 	Future solutions should be open and standards-based.	<i>JIN Technology Principle #1.</i>

	► No JIN Technology and Design Principles.		
One application cannot be all things to all users.	Lack of involvement of end-user community in requirements gathering. Overly ambitious.	Services should be more flexible and adaptable.	Use Justice XML and web services for JIN CHQ project.
Developer was not a user.	► No-one else volunteered. ► Project commencement predated JIN Program Office.	Need end user as champion.	King and Yakima County are key partners and will be used to develop requirements for and validate JIN CHQ service.
JIN community did not assume ownership	► No infrastructure. ► Differing interests. ► Lack of resources.	Need empowered and funded Program Office to manage projects on behalf of the Board.	2005 Decision Package adds resources to Program Office.
Difficult to work with developer located in Virginia.	► Time difference. ► Limited face-to-face interaction.	Geography and availability are important.	JIN CHQ staff are available during WA business hours Local development manager available as needed.
Pilot not completed before application certified as ready for deployment.	Pilot was not part of initial plan Changing environment at AOC.	Make sure application is ready and field-tested before deployment.	► Full functional testing to be completed for JIN CHQ project. ► King and Yakima county users to serve as testing ground.
Insufficient user documentation.	► Overly ambitious expectations regarding ease-of-use. ► Lack of resources.	Need dedicated resources to manage JIN projects.	► JIN Program Office created April 2003. ► JIN Budget Request 2005-07 biennium.